

NEW DWELLING

Applications for building permits will be reviewed when a complete application package is received by the Inspector of Buildings. It is the applicant's responsibility to guide the permit application through the appropriate departments. If you submit an incomplete application package, your application will be returned without review. The Inspector of Buildings is required by law to act on each complete application within 30 days. Under normal conditions applications are reviewed within a week or so.

An application package includes:

1. Completed application form. *This application must be signed by all departments.*
2. Proposed Plot Plan, showing proposed location of dwelling. The Fire Department must stamp and sign off on all hammerhead plot plans. *(These plot plans must be scaled and show the nearest hydrant.)*

Be mindful of all setback requirements. It is your responsibility to ensure that the final structure complies with all zoning requirements.
3. Photocopy of Builder's License and a completed Worker's Comp. Affidavit, signed and dated.
4. If you are acting on behalf of the owner, the owner must sign in the appropriate place on the building permit application.
5. One set of drawings* - stamped by the Fire Department.
(No drawings larger than 11 x 17 inches - No more than 8 pages)

A copy must be present on site from frame to final. If these drawings are not available, the framing inspection will not be done.

**For unusual, special or complex construction or materials, supporting documentation (ie, engineer's stamp or manufacturer's engineering calculation sheet) may be required. Examples: laminated veneer lumber, cathedral ceilings, glue lams, steel.*
6. Signed Appendix J - Energy Code.

OCCUPANCY PERMITS: An application for Occupancy will be issued along with the Building Permit. After all final inspections are completed, the appropriate departments must sign off and Board of Health, Planning, Conservation and Engineering must sign off on the certified plot plan. This application is then submitted along with a certified plot plan to the Inspector of Buildings for his approval. Certified plot plans must show all exterior elements - steps, deck, chimney, overhang, etc.

A certified plot plan must be submitted prior to the final inspection.

WOODSTOVES AND FACTORY-BUILT FIREPLACES REQUIRE SEPARATE PERMITS